

## **DIVISION 1 - GENERAL REQUIREMENTS**

### **SECTION 01200 - PROJECT MEETINGS**

#### **PART 1 - GENERAL**

##### **1.01 - DESCRIPTION**

- A. **Scope:** To enable orderly review of submissions and to provide for systematic discussion of problems and coordination, EPA On-Site Representative will conduct Project Meetings throughout the construction period.
- B. **Related Work Described Elsewhere:** The Contractor's relations with his subcontractors and materials suppliers, and discussions relative thereto, are the Contractor's responsibility and are not part of Project Meetings content.

##### **1.02 - QUALITY ASSURANCE**

- A. Persons designated by the Lead Contractor to attend and participate in the Project Meetings shall have all required authority to commit the Contractor to solutions agreed upon in the Project Meetings.

##### **1.03 - SUBMITTALS**

- A. **Minutes:** The Lead Contractor shall compile minutes of each Project Meeting and will furnish copies to all parties.

#### **PART 2 - PRODUCTS**

- A. Related items per Divisions 1 to 16 requirements.

#### **PART 3 - EXECUTION**

##### **3.01 - MEETING SCHEDULES**

- A. **Pre-Construction Meeting:** This meeting will be held when scheduled by the Contracting Officer. The Contractor shall provide attendance by authorized representatives of the Contractor and all major subcontractors. The EPA's On Site Representative will advise other interested parties.
- B. **Project Meetings:** These meetings shall be held bi-weekly, if required by EPA's On Site Representative. To the maximum extent practicable, assign the same person or persons to represent the Contractors at Project Meetings throughout progress of the work.

- C. **Punch List Meeting:** This meeting shall be held near the completion of each phase of the project. It shall consist of a complete tour of the project by the Engineer and the EPA's On Site Representative to compile a list of defects or incomplete areas in the project.
- D. **Project Conclusion:** This meeting shall be to confirm completion of punch list items and to check all electrical items for proper operation at the completion of the punch list items.

### **3.02 - MEETING LOCATION**

- A. Meetings will be held at job site as required by EPA's On Site Representative.

### **3.03 - PRE-CONSTRUCTION CONFERENCE**

- A. The EPA shall schedule a pre-construction conference and organizational meeting at the Project site or other convenient location when scheduled by the Contracting Officer and prior to commencement of construction activities.
- B. Attendees: The EPA, Architect and their consultants, the Prime Contractor and superintendents, major subcontractors, manufacturers, suppliers and other concerned parties shall each be represented at the conference by persons familiar with and authorized to conclude matters relating to the Work.
- C. Agenda: Discuss items of significance that could affect progress including such topics as:
  - 1. Construction schedule
  - 2. Critical Work sequencing
  - 3. Designation of responsible personnel
  - 4. Coordination
  - 5. Administrative procedures
  - 6. Use of the premises, housekeeping and security
  - 7. Equipment deliveries and priorities
  - 8. First aid and safety procedures

### **3.04 - PRE-INSTALLATION CONFERENCES**

- A. Conduct a pre-installation conference at the site before each construction activity that requires coordination with other construction. The Installer and representatives of manufacturers and fabricators involved in or affected by the installation, and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise the EPA On-

Site Representative and the Architect of scheduled meeting dates.

1. Review the progress of other construction activities and preparations for the particular activity under consideration at each pre-installation conference including requirements for:
  - a. Contract Documents, manufacturer's recommendations, options, and related Change Orders.
  - b. Shop Drawings, Product Data and quality control Samples.
  - c. Possible conflicts, compatibility problems, and weather limitations.
  - d. Time schedules, coordination, deliveries and acceptability of substrates.
2. Record significant discussions and agreements and disagreements of each conference, along with the approved schedule. Distribute the record of the meeting to everyone concerned, promptly, including the EPA Representatives and Architect.
3. Do not proceed if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of Work and reconvene the conference at the earliest feasible date.

### **3.05 - COORDINATION MEETINGS**

- A. Conduct Project coordination meetings at regularly scheduled times convenient for all parties involved. Project coordination meetings are in addition to specific meetings held for other purposes, such as regular progress meetings and special pre-installation meetings.
- B. Request representation at each meeting by every party currently involved in coordination or planning for the construction activities involved.
- C. The Prime Contractor shall record meeting results and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from each meeting.

### **3.06 - PROGRESS MEETINGS**

- A. The Contractor shall conduct progress meetings at the Project site at regularly schedule intervals. Notify the EPA's On-Site Representative and the Architect of scheduled meeting dates. Coordinate dates of meetings with preparation of the payment request.

- B. Attendees: In addition to representatives of the EPA and Architect, each subcontractor, supplier or other entity concerned with current progress or involved in planning, coordination or performance of future activities shall be represented at these meetings by persons familiar with the Project and authorized to conclude matters relating to progress.
- C. Agenda: Review and correct or approve minutes of the previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to the current status of the Project.
  - 1. Contractor's Construction Schedule: Review progress since the last meeting. Determine where each activity is in relation to the Contractor's Construction Schedule, whether on time or ahead or behind schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
  - 2. Review the present and future needs of each entity present, including such items as:
    - a. Interface requirements
    - b. Time
    - c. Sequences
    - d. Deliveries
    - e. Off-site fabrication problems
    - f. Access
    - g. Site utilization
    - h. Hazards and risks
    - j. Housekeeping
    - k. Quality and Work standards
- D. Reporting: No later than five (5) working days after each progress meeting date, the Lead Contractor shall distribute copies of minutes of the meeting to each contractor. Include a brief summary, in narrative form, of progress since the previous meeting and report.
  - 1. Schedule Updating: The Lead Contractor shall revise the construction schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue the revised schedule monthly.

END